

## Joe Smith

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### Career overview

The aim of the section is to give the person reading your resume a quick snapshot of what you have to offer in the hope they instantly place you in the short list pile. Or at the very least, they want to keep reading your resume. Keep to just a few sentences and cover all the bases – skills, experience and attributes.

For example:

A sales management professional with seven years' experience in the media industry, I've worked on newspaper, web and television products. I have a proven track record of developing new business and motivating a team as well as consistently exceeding sales targets. I have also recently completed a Masters of Business Administration.

### Key Skills

As a guide, six points is good but there is no real rule. Another tip, be specific. I see a lot of "Excellent Communication Skills" but what does that mean?

Example,

- Ask our sales team for a good example of sales training
- High level computer skills including PowerPoint, Excel, Word.
- Active Toastmasters public speaker
- Again, check with sales to see what would be appropriate

### Career history

[Place most recent experience first]

#### Role title, Employer, Duration

Example,

Sales manager, Global Web Media, March 2003 to present

**Company overview:** Describe the company's main activity or focus. This is appropriate for those coming from overseas or in cases where the company might be largely unknown. Organisations like IBM, News Limited, Suncorp or the big banks, to name a few examples, will need no explanation.

#### Key responsibilities:

- Provide detailed summary of the role's key responsibilities and accountabilities.
- Do not go for the longest list
- Be concise and to the point
- Don't include the obvious i.e. – to meet sales targets

**Key achievements:** (up to 3 per job is good)

- Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc
- Meeting your targets is not an achievement, exceeding them is. Eg, Meet 100 per cent of target not an achievement. Consistently exceeded 100 per cent of target including hitting a high of 170 per cent of target.
- Eg, Recruited, trained and established a start up team that was fully operational within a month - one week ahead of schedule
- Eg Introduced new client service process that resulted in an improved customer response time of 150 percent

**Duration:** 2003 to present

**Company:** PricewaterhouseCoopers

**Company overview:** xxxxxxxxx

**Position :** Accountant – reporting to Senior Accountant

**Key responsibilities:**

- Provide detailed summary of the role's key responsibilities and accountabilities
- X
- X
- X

**Key achievements:**

- Provide details of your key achievements in the role as separate bullet points e.g. targets/KPI's met and/or exceeded, promotions, major accounts secured etc
- Worked with the sales team to create new products and services that resulted in a 40 percent increase in our customer base in 2004-2005.
- Named Employee of the Year 2004

<b>Education &amp; training</b>
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[Start with your highest qualification first]

Add internal training courses and any short courses outside work that are linked to your job – eg public speaking, project management, online computer skills and so on.

### **Professional memberships**

[Include only those relevant to your career]

#### **Media Industry Association**

Member since: May 2001

#### **Newspaper Association of Australia**

Member since: 2002

### **Referees**

Some people choose to include their referees while others do not.

Option 1:

Referees will be provided upon request

Option 2:

**Name:**

**Company:** [insert Company name, location]

**Relationship:** [Provide details of professional relationship e.g. former manager at Company XYZ]

**Email:** [insert email address]

**Land Line:** [insert land line contact details]

**Mobile:** [insert mobile contact details]